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Justice Bulletin

Montana Board of Crime Control

[Website mbcc.state.mt.us](http://mbcc.state.mt.us)

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408
(406) 444-3604 FAX (406) 444-4722*

Request for Proposals (RFP)

03-15 (K) Brynes, Criminal Justice Records Improvement (CJRI)

Proposal Deadline: March 28, 2003

Applications must be postmarked, or received by the MBCC no later than **March 28, 2003 at 5 p.m.**

Project Dates: July 1, 2003 to June 30, 2004

I. Introduction

The Montana Board of Crime Control is soliciting proposals for funding from agencies of government to assist law enforcement; prosecution, courts and corrections organizations to improve criminal justice information systems. System improvements include process-oriented programs including technology development, information systems development and management of records.

Five percent of the annual Brynes funds received by the Board are set-aside for the Criminal Justice Records Improvement (CJRI) Program. Approximately \$125,000 will be available under this RFP. There are no current continuing CJRI projects. Projects will be awarded for a 12-month period beginning July 1, 2003. These funds must have a 30% cash match (see *Match* section V for details).

(Note: Because federal funds are not always available immediately following the award date programs should prepare for this contingency.)

II. Purpose of Grant

The Criminal Justice Records Improvement (CJRI) Program is a way for many state and local agencies to significantly improve the accuracy, completeness, and timeliness of their criminal justice record systems in order to meet the current and future demands being placed on them. Ultimately this will lead to better dispositional information for the State's criminal history records system.

III. Eligibility

State and local law enforcement, prosecution, courts and corrections organizations are eligible to apply.

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IV. Late Applications

New applications that are received past the due date will be returned and not considered during the current cycle.

V. Match

A 30% hard cash match is required for all projects.

VI. Funding Period

Programs have 1 year in which to implement the project and use the funds awarded.

VII. Limitations and Fund Use

Review this list carefully. If you have any questions, call prior to submitting your proposal.

- 1) Purchase of equipment must be integral and necessary for the project.
- 2) Construction, in general, is prohibited.
- 3) Land acquisition is prohibited.
- 4) Supplanting is prohibited.
- 5) Consultant costs are limited to \$450 per 8-hr day without additional approval or bidding.
- 6) State rates are to be used for calculating mileage, per diem and lodging. Call for instructions regarding out-of-state travel.
- 7) Indirect costs are not allowed.
- 8) Pre-agreement costs are not allowable.
- 9) Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
- 10) General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
- 11) Funds may not be expended or obligated prior to July 1, 2003.
- 12) Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
- 13) Uniform allowances will not be permitted.

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- 14) If your agency receives less than \$300,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (*Agencies receiving \$300,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.*)

Note: Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. The federal Office of Justice Programs discourages approval of expenses for "working lunches;" therefore, we would recommend that you **not** include such items in a request. All food and beverage items must receive prior approval from MBCC.

VIII. Application Requirements

All successful applicants for grant award funds from MBCC must agree to the following:

- ☐ Submit Quarterly reports until the project is completed in the prescribed format according to the MBCC time frames.

IX. Special Requirements

The improvements specifically identified for the CJRI Program are:

- A. Completion of criminal histories to include the final dispositions of all arrests for felony offenses;
- B. Full automation of all criminal justice histories and fingerprint records; and,
- C. Increased frequency and quality of criminal history reports to the Federal Bureau of Investigation (FBI).

The following restrictions apply:

- A. CJRI funds should be used for the development and testing of new system components and for the initial outfitting of new components, **NOT** to maintain operation of these components after the development period ends.
- B. CJRI funds are not to be used to pay for voluntary records checking.

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X. Selection Process

The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program managers will summarize the grant and technical information.

The Technology and Crime Reporting Committee will review all proposals. A summary of their recommendations will be presented to the Board for final action.

XI. Uniform Crime Reporting

If the grant is for a law enforcement agency, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) to the Executive Director of the Board for a determination of sufficient justification for a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information please contact Don Crabbe at (406) 444-2077 dcrabbe@state.mt.us.

Agencies needing crime data to complete their applications can locate that information at www.mbcc.state.mt.us.

XII. Awards & Appeals

Immediately following the review of the applications by the Technology and Crime Reporting Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. In the case where Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Board. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting and a representative must appear before the Board/ Council at the next meeting.

Board actions are passed on to the successful applicants immediately following the Board meeting.

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XIII. Application Procedures

APPLICATION PROCEDURES

Requesting an Application. Call the main office of the MBCC at (406) 444-3604 and request an Application Kit. Indicate the RFP number. You will be sent an application and guidelines. You must comply with all instructions. Also you can access us on the Internet at www.bccdoj.doj.state.mt.us and our e-mail address is mbcc@state.mt.us

Who to Call for Assistance: If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

<u>Fiscal</u>	<u>Phone</u>	<u>Program</u>	<u>Phone</u>
Glenda Grover	444-2085	Chris Christensen	444-2947
Don Merritt	444-2076	Don Crabbe	444-2077

Copying Requirement. Mail the original copy of the complete application and 7 copies of the entire application before **the deadline of March 28, 2003.**

Faxing. Faxed applications will not be accepted.

Application Check List: Please refer to this checklist before mailing your application.

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Special Assurances and Conditions
- ☐ Signature Page

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RETURN APPLICATIONS TO:

Montana Board of Crime Control
3075 North Montana
P.O. Box 201408
Helena, MT 59620-1408

Deadline(s). Applications for **03-15 (K) Brynes, Criminal Justice Records Improvement (CJRI)** must be mailed to MBCC not later than **March 28,2003 at 5 p.m.**

Interested applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

Receipt Verification. All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 or FAX (406) 444-4722.